



DALLAS
FORT WORTH
INTERNATIONAL
AIRPORT

CONTRACT NO. 9500551

JOB ORDER CONTRACT

PROPOSAL REQUIREMENTS

PACKAGE 1 of 5

REQUEST FOR PROPOSALS

FEBRUARY 7, 2016

**REQUEST FOR PROPOSALS
JOB ORDER CONTRACT**

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REQUEST FOR PROPOSALS JOB ORDER CONTRACT

ADVERTISEMENT

The Dallas/Fort Worth International Airport Board will receive Proposals for the following items at the location stated below until the due date and time stated:

SOLICITATION: 9500551 Job Order Contract

PRE-BID/PROPOSAL CONFERENCE: February 17, 2016 @ 4:00 PM (Central Time)

BID/PROPOSAL DUE DATE AND TIME: March 8, 2016 @ 11:00 AM (Central Time)

MINORITY OWNED BUSINESS ENTERPRISE (MBE) GOAL: 28%

CONTACT: Cathleen Baulisch (972) 973-1716

LOCATION: DFW International Airport Design, Code & Construction Offices, 3003 South Service Road, DFW Airport, TX 75261.

Additional information is available on the DFW International Airport website at dfwairport.com.

The DFW Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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CAUTION TO PROPOSERS

BEFORE SUBMITTING THIS PROPOSAL, PLEASE TAKE NOTE OF THE FOLLOWING. FAILURE TO PERFORM ANY ONE OF THESE ACTIONS MAY CAUSE YOUR PROPOSAL TO BE REJECTED.

1. SEALED PROPOSALS: All Proposals must be sealed.
2. INSURANCE: Attention is directed to Insurance Provisions outlined in the sample contracts, which specifies minimum insurance requirements and additional contractor liability coverage.
3. BONDING REQUIREMENTS: Please note requirements for Bonding, as well as Proposal Guarantee requirements.
4. BUSINESS HOURS for the D/FW Airport BOARD are from 8:00 a.m. to 5:00 p.m., LOCAL TIME, Monday through Friday, except holidays.
5. ADDENDA: Have you included copies of all Addenda? All Addenda are posted on the DFW International Airport website, under Business Opportunities,
<https://www.dfwwairport.com/business/solicitations/index.php>
6. AMENDED PROPOSAL PAGES: If any of the Addenda included amended proposal pages, the amended proposal pages must be used in submitting your proposal.
7. LATE PROPOSALS: Late proposals will not be considered.
8. PROCUREMENT OF ANCILLARY/INTEGRAL PROFESSIONAL SERVICES: Notice is hereby provided that the procurement of any professional services that may be required to complete the work is subject to the provisions of Section 2254 of the Texas Government Code, which provides that professional services shall not be selected on the basis of competitive bids. When procuring architectural, engineering or land surveying services, the Contractor shall first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications and then attempt to negotiate with that provider a subcontract at a fair and reasonable price. The Contractor will be required to certify compliance with this provision.
9. TITLE VI SOLICITATION NOTICE: The DFW Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

WARNING!!

Caution must be exercised when using any Dallas-Fort Worth Airport "As-Built" drawings. The accuracy of these drawings is not guaranteed by the DFW Airport BOARD, and total reliance on them by consultants and other contractors is at their risk. Contractors performing sub-surface work should contact Dallas-Fort Worth Airport Maintenance, Documentation Section, at (972) 574-8949 prior to any excavation.

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GENERAL INSTRUCTIONS TO PROPOSERS

INTRODUCTION

The Dallas/Fort Worth International Airport Board intends to select a contractor or contractors to provide bonded construction services for the maintenance, repair, alteration, renovation, remediation, or minor construction of facilities located at the Dallas/Fort Worth International Airport. This work is of a recurring nature but the delivery times, type and quantities of work required are indefinite.

Delivery Order will be awarded substantially on the basis of pre-described and pre-priced tasks. Pricing will be determined based on the current edition of the R.S. Means Facilities Construction Cost Data Unit Price Books for Divisions 1 through 44, inclusive. Items not specifically contained therein will be negotiated as required.

The Work may be inside or outside the Airport's Air Operations Area (AOA). The contractor shall be responsible for reviewing all existing conditions associated with the Work prior to commencement of work activities.

The estimated value of this contract is \$3,500,000 per contract year. All work will be awarded via individual Delivery Order and there is no guarantee that any services will be ordered. The maximum aggregate contract price will not exceed \$17,500,000.

Contractor will be required to provide payment and performance bonds in the amount of \$3,500,000. Should the aggregate amount of open Delivery Orders exceed \$3,500,000, the contractor will be required to provide payment and performance bonds in the full amount of all open work.

The base contract term will be for two years, with three, one-year options.

ADDENDA AND INTERPRETATIONS

Requests for interpretation of the proposal documents must be made in writing and addressed to Cathleen Baulisch - Design, Code and Construction Department, P.O. Box 612008, Dallas/Fort Worth Airport, Texas, 75261-2008 or emailed to cbaulisch@dfwairport.com, and must be received no later than February 19, 2016 at 4:00 p.m. LOCAL TIME. Requests for interpretation may be faxed to (972) 973-1758. Only substantive items, as determined by the OWNER, will be addressed in the form of written addenda, which, if issued, will be posted on the Airport's website, dfwairport.com. Failure of any proposer to receive any such addendum shall not relieve such proposer from any obligations under its proposal as submitted. All addenda issued may become part of the Contract Documents. The OWNER may elect not to respond to all inquiries in this manner.

PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference is scheduled for February 17, 2016 at 4:00 p.m. LOCAL TIME at the Dallas/Fort Worth Airport Design, Code and Construction Department Building located at 3003 S. Service Road, Dallas/Fort Worth Airport, Texas, at which time questions will be received. Addenda will be prepared, if needed, to clarify any items brought up at the Pre-Proposal Conference.

RECEIPT AND OPENING OF PROPOSALS

Sealed proposals (1 original and 6 hard copies and 2 flash drives, each with a copy in pdf format saved to it) will be received by the Dallas/Fort Worth International Airport Board (OWNER), 3003 S. Service Road, Dallas/Fort Worth Airport, Texas, until 11:00 a.m. LOCAL TIME on March 8, 2016 and then publicly opened and read aloud. Each proposal must be submitted in a sealed container bearing on the outside the name of the Contractor, Contractor's address, and the name and contract number of the Work for which the proposal is submitted and designated (Example: Contract No. 9500551, Job Order Contract).

If forwarded by mail, the sealed container containing the proposal must be enclosed in another container addressed to Dallas/Fort Worth International Airport Board; Attention: Cathleen Baulisch - Design, Code and Construction Department; P.O. Box 612008; Dallas/Fort Worth Airport, Texas 75261-2008.

If forwarded by courier, the proposal should be addressed to Dallas/Fort Worth International Airport Board; Attention: Cathleen Baulisch - Design, Code and Construction Department; 3003 S. Service Road; Dallas/Fort Worth Airport, Texas 75261.

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Any proposal received after the time and date specified shall not be considered. Proposers may not withdraw a proposal within sixty (60) calendar days after the opening thereof.

The OWNER reserves the right to reject any or all proposals, to award to multiple proposers, to waive technicalities, to cancel the contract, to advertise for new proposals, or proceed to do the work by other means when in the best interests of the OWNER.

FORMATTING OF PROPOSALS

1. Page Limit; Format: Proposals are limited to a maximum of forty (40) 8 ½" x 11" pages. Each page should be numbered sequentially. Proposals may be submitted single or double sided, each printed side of any page will count as a numbered page. 11"x17" paper may be used for large exhibits; each printed side of an 11" x 17" page will count as 2 numbered pages. Resumes and forms (including attachments to such forms prepared by Respondent) do not count toward applicable page limits.
2. Original Signature(s): All documents within a Proposal requiring a signature must bear the original signature of an authorized signatory.
3. General Contents of Proposals: A Respondent must submit a complete Proposal in response to this RFP in the format specified in this RFP; no other format will be considered.

SUMMARY OF INFORMATION REQUIRED TO BE INCLUDED IN PROPOSAL

Each Respondent must provide the following information in its Proposal:

1. Signed Proposal Form
2. Cover Letter
3. Letter From Bonding Agency
4. Description of Overall Experience, Qualifications and Past Performance on Similar Projects
5. Description of Proposed Personnel and Project Management Ability
6. Description of Affirmative Action and MBE Participation Approach
7. Commitment to MBE Participation Form
8. Schedule of Subcontractors (Preliminary) Form
9. MBE Certificates for Contractor (if applicable)
10. MBE Certificates for Subcontractors (as applicable)
11. List of proposed subcontractors with locations of offices
12. Good Faith Effort documentation (if applicable)
13. Business Disclosure Form
14. Work Force Composition Form
15. Questionnaire

DESCRIPTION OF EVALUATION PROCESS

1. All Proposals that are timely submitted will be opened and read aloud.
2. All Proposals that are read aloud will be reviewed for responsiveness and the Proposers will be reviewed for responsibility.

NOTE: Initial Evaluation of M/WBE Component: The Board's established MBE program goal for this solicitation is 28%. In the event a Respondent does not demonstrate a commitment to meet or exceed the established goal, documentation evidencing a good faith effort to meet the goal must be submitted with its Proposal. A Respondent that does not demonstrate a commitment to meet or exceed the established goal or does not demonstrate a good faith effort to do so (as evaluated by Board's Business Development & Diversity

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Department ["BDDD"]) will be deemed non-responsive and/or non-responsible (Good Faith Effort Plan documentation does not count against the page limit) and will not move into the Criteria Evaluation Phase of this solicitation.

3. All Proposals that are responsive and deemed to have been submitted by responsible Proposers will advance to the Criteria Evaluation Phase.
4. During the Criteria Evaluation Phase, Proposals will be ranked according to score, in accordance with the Evaluation Criteria described herein.
5. The top-ranked Respondent(s) will be awarded the contract.
6. If Board and the top ranked Respondent(s) are unable to reach agreement on the award of the contract, Board will formally discontinue such negotiations and attempt to negotiate an agreement with the next ranked Respondent(s). Board will continue this process until it is able to successfully negotiate an agreement with a Respondent(s) or, instead, determines it is in its best interests to cancel the solicitation.
7. Based upon the number of Respondents participating in this solicitation and the rankings of those Respondents, Board may determine to award 1 or more Respondents.
8. Interviews: The Board does not intend to conduct interviews of Respondents during this solicitation.

EVALUATION CRITERIA AND WEIGHT

Evaluation Criteria	Relative Weight
Description of Overall Experience, Qualifications and Past Performance on Similar Projects	35%
Description of Proposed Personnel and Project Management Ability	15%
Description of Affirmative Action and MBE Participation Approach	20%
Price	30%

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PROPOSAL FORM

**PROPOSAL TO
DALLAS/FORT WORTH INTERNATIONAL AIRPORT BOARD
FOR
CONTRACT NO. 9500551
JOB ORDER CONTRACT**

SUMMARY OF PROPOSAL

THE FOLLOWING ITEMS ARE REQUIRED TO BE INCLUDED IN THE PROPOSAL, IN THE FOLLOWING ORDER:

1. All pages of the Proposal Form (Proposal Form Pages 1- 24) with attachments or other supporting documentation as follows:
2. Cover Letter
3. Letter from Bonding Agent or other evidence of ability to provide Payment and Performance Bonds in the amount of \$3,500,000.
4. Description of Overall Experience, Qualifications and Past Performance on Similar Projects
5. Description of Proposed Personnel and Project Management Ability
6. Description of Affirmative Action and MBE Participation Approach
7. Commitment to MBE Participation Form
8. Schedule of Subcontractors ((Preliminary) Form
9. MBE Certification for Contractor (if applicable)
10. MBE Certification for Subcontractors (as applicable)
11. List of proposed subcontractors with locations of offices
12. Good Faith Effort documentation (if applicable)
13. Business Disclosure Form
14. Work Force Composition Form
15. Questionnaire

The undersigned, as Proposer, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm, or corporation; that he has carefully examined the proposal requirements and contract documents, including the form of the Contract to be entered into, the Special Provisions, General Provisions, Technical Specifications, Performance Bond, Payment Bond, and all Addenda thereto, and the conditions of this proposal, and the conditions and classes of the proposed Work; and agrees that he will provide all the necessary supervision, labor, machinery, tools, supplies, equipment, transportation and other facilities, apparatus, and other means of construction and will do all the Work and furnish all the materials called for by such, in the manner prescribed therein and according to the requirements therein set forth, and to perform all other obligations imposed by the Contract Documents in accordance with this proposal.

All work will be awarded via individual delivery order and there is no guarantee that any services will be ordered.

It is understood that the Prevailing Wage Rates contained in the Technical Specifications (Division 1, Section 01 29 85), as issued by the Department of Labor are to govern the Work. The undersigned certifies that he has examined the wage rate determination and that prices bid are based on compliance with said determination.

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PROCUREMENT OF ANCILLARY/INTEGRAL PROFESSIONAL SERVICES: Notice is hereby provided that the procurement of any professional services that may be required to complete the work is subject to the provisions of Section 2254 of the Texas Government Code, which provides that professional services shall not be selected on the basis of competitive bids. When procuring architectural, engineering or land surveying services, the Contractor shall first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications and then attempt to negotiate with that provider a subcontract at a fair and reasonable price. The Contractor will be required to certify compliance with this provision.

In the event of the award of a Contract, the undersigned will deposit with the Owner a Contract Performance Bond and a Payment Bond in the amount of \$3,500,000.00 and as required by the Contract Documents, guarantying faithful performance of the Contract, and any payment of all labor, materials and other sundry items, in accordance with the Contract Documents, and will deliver certificates of insurance evidencing insurance required by the Contract Documents.

The Work proposed to be done shall be fully completed and finished to the entire satisfaction of the Owner.

In conformity with the Special Provisions, the amount of liquidated damages for this Contract will be established via individual delivery order, when required.

ADDENDA ACKNOWLEDGEMENT

Receipt is hereby acknowledged of the following Addenda to the Contract Documents:

Addendum No. 1 Date Received _____	Ack. By _____
Addendum No. 2 Date Received _____	Ack. By _____
Addendum No. 3 Date Received _____	Ack. By _____
Addendum No. 4 Date Received _____	Ack. By _____

PRICE

The undersigned hereby agrees to provide the services at the following bid coefficients based on the current edition of the R.S. Means Facilities Construction Cost Data Unit Price Books for Divisions 1 through 44, inclusive.

NOTE: Express coefficient as a decimal, for example .73 or 1.02, rounded off to no more than two decimal places. Bid coefficients will include all costs other than those contained in the pre-priced unit prices and will specifically include, but not be limited to: direct cost of doing the work of the contract; labor burden; overhead; general and administrative costs and expenses; profit; project office expenses; mobilization and close-out costs; insurance; bonds; compliance with all laws and regulations; compliance with code requirements; compliance with safety requirements including protective clothing and equipment; computer equipment and software; fuel; testing; and all contingencies associated with performing the work.

LINE	DESCRIPTION	COEFFICIENT	REMARKS
1	Standard working hours coefficient		See Note 1
2	Non-standard working hours coefficient		See Note 2
3	Security factor coefficient for working in secured areas		See Note 3
4	Security factor coefficient for working in secured areas		See Notes 2 and 3

Note 1: The Standard working hours coefficient applies to (a) standard working hours and (b) non-restricted areas (Landside).

Standard working hours are defined as: Monday through Friday, 7:00 a.m. to 5:00 p.m., except for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

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Note 2: Non-standard working hours coefficient applies to all hours except those as stated in Note 1 above. This also includes work in occupied spaces.

Note 3: Security factor coefficient applies to restricted areas of the Airport which include:

- Secured areas – Non-public portions of the Airport where access is controlled by a badging system, gates, fences and other means to prevent unlawful entry.
- The Air Operations Area (AOA) – Any area of the airport used or intended to be used for the landing, takeoff or surface maneuvering of aircraft. An air operation area shall include such paved or unpaved areas that are used or intended to be used for the unobstructed movement of aircraft in addition to its associated runway, taxiway, or apron.
- The Security Identification Display Area (SIDA) – Part of the Secured areas where passenger aircraft are boarded and de-boarded (including the Central Terminal Area (CTA)), baggage make-up areas (where baggage is sorted, loaded and unloaded), and cargo handling operations area and aircraft maintenance facilities.
- All Terminal D and DFW Landside Customs & Border Patrol Areas

NOTE: This will be a Separated Cost Contract (for Tax Exemption Information). The following information will be provided as Delivery Orders are assigned and are not required at this time.

Materials to be Incorporated \$ N/A at this time
All Other Costs \$ N/A at this time
Total Delivery Order Amount \$ N/A at this time

The Contractor shall complete the following statement by checking the appropriate space.

The Contractor has ____ has not ____ participated in a previous contract subject to the equal opportunity clause prescribed by Executive Order 10925, or Executive Order 11114, or Executive Order 11246.

The Contractor has ____ has not ____ submitted all compliance reports in connection with any such contract due under the applicable filing requirements; and that representations indicating submission of required compliance reports signed by proposed subcontractors will be obtained prior to award of subcontracts.

If the Contractor has participated in a previous contract subject to the equal opportunity clause and has not submitted compliance reports due under applicable filing requirements, the Contractor shall submit a compliance report on Standard Form 100, "Employee Information Report EEO-1" prior to the award of contract.

Standard Form 100 is normally furnished contractors annually, based on a mailing list currently maintained by the Joint Reporting Committee. In the event a contractor has not received the form, he may obtain it by writing to the following address: Joint Reporting Committee, 1800 G Street, Washington, DC 20506.

() ***The below listed firm is a Disadvantaged Business Enterprise (DBE / M/WBE).***

NAME OF PROPOSER/CORPORATION: _____

PROPOSER'S ADDRESS: _____

CITY, STATE, ZIP: _____ PHONE NO.: _____

PRINTED NAME & TITLE OF PERSON SIGNING PROPOSAL

FEDERAL I.D. NUMBER

SIGNATURE: _____

(Seal, if a Corporation)

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INSTRUCTIONS FOR COVER LETTER

Attach a Cover Letter that must include:

1. Complete legal name of Respondent and the name of the legal entities that comprise Respondent.
2. Respondent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity (including services provided), contact name, address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices.
3. The name, title, address, e-mail address, telephone number and fax number of the person signing the letter and to whom all future correspondence and/or communications may be directed by Board concerning this solicitation;
4. The type of business entity that proposes to enter into an Agreement with Board and the identity of any other business entities that will comprise Respondent.

INSERT COVER LETTER HERE

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**INSTRUCTIONS FOR LETTER FROM BONDING AGENCY (OR OTHER EVIDENCE OF
ABILITY TO PROVIDE BONDING)**

Attach a letter from a Bonding Agent, or other evidence of ability to provide Payment and Performance Bonds in the amount of \$3,500,000.

INSERT LETTER FROM BONDING AGENCY HERE

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INSTRUCTIONS FOR PROVIDING DESCRIPTION OF OVERALL EXPERIENCE, QUALIFICATIONS AND PAST PERFORMANCE ON SIMILAR PROJECTS

Attach a description of overall experience, qualifications and past performance on similar projects to include:

1. Describe relevant, recent experience (within past 5 years) of Respondent involving work of a similar nature (maintenance, repair, alteration, renovation, remediation, or minor construction), on an indefinite delivery basis, at secure or other operationally intensive facilities.
2. Attach a list of all Job Order Contracts completed in the last five years, or currently in progress.
3. Attach a list of contracts completed in the last five years, or currently in progress, involving maintenance, repair, alteration, renovation, remediation, or minor construction work performed on an indefinite delivery basis. Provide the Owner name and contact information, location of the work, brief description of the work including the number of subcontractors, dollar value, start date, and completion date.
4. Attach a list of contracts completed in the last five years, or currently in progress, involving maintenance, repair, alteration, renovation, remediation, or minor construction work performed at secure or other operationally intensive facilities. Provide the Owner name and contact information, location of the work, brief description of the work including the number of subcontractors, dollar value, start date, and completion date.
5. Describe the Respondents capability and capacity to provide services according to applicable schedules and budgets. Respondents should provide a detailed narrative that outlines any unique abilities/in-place processes/innovative strategies that will demonstrate its ability to meet scopes, schedules, and budgets applicable to required Services under multiple Delivery Orders. This is to include information related to proposal preparation/delivery order (task order) issuance turnaround times, maintaining construction schedule, general construction performance, quality control process, safety record, timeliness of processing change orders, and submitted contractor claims.
6. Provide a detailed description of Respondent's ability and processes used to manage the work of all Subcontractors and ensure quality.
7. Provide a sample of your firm's Quality Control Plan. (This item not counted against page limit.)
8. Provide a sample of your firms Safety Program. (This item not counted against page limit.)

INSERT DESCRIPTION OF OVERALL EXPERIENCE, QUALIFICATIONS AND PAST PERFORMANCE ON
SIMILAR PROJECTS HERE

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INSTRUCTIONS OF PROVIDING INFORMATION ON PROPOSED PERSONNEL AND PROJECT MANAGEMENT ABILITY

1. Provide an Organization Chart.
2. List Key personnel to be used on this contract and describe their responsibilities and experience on projects of a similar nature (maintenance, repair, alteration, renovation, remediation, or minor construction, on an indefinite delivery basis, at secure or other operationally intensive facilities.)
3. Include resumes of key personnel. (Resumes not counted against page limit.)
4. Describe Respondent's ability to scale its team to meet the needs of an unknown program size.
5. Describe additional resources to be utilized, in the event they are needed.
6. Describe the role of listed Subcontractors in the organizational structure. Provide a detailed description of Respondent's (and Subcontractors') ability and processes used to work with all involved parties (i.e. owner, consultants, third party entities/vendors, other contractors, subcontractors, stakeholders).

INSERT INFORMATION ON PROPOSED PERSONNEL AND PROJECT MANAGEMENT ABILITY HERE

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INSTRUCTIONS FOR PROVIDING DESCRIPTION OF AFFIRMATIVE ACTION AND MBE PARTICIPATION APPROACH

Affirmative Action and MBE Participation: Each Respondent should provide a narrative in its Qualifications Statement describing the following:

1. Affirmative Action Plan: Respondent's Affirmative Action Plan and/or policy statement, including goals with respect to hiring staff for the Agreement and any Delivery Orders that may be issued under it. Such plan must include, but not be limited to: goals for women and minorities for management and non-management positions.
2. Description of Commitment: How will the Respondent manage expectations and commitment to firms that have been identified in the Proposal that will be utilized to fulfill Respondent's MBE requirements? In addition, explain the selection of Respondent's team composition, including diversity within the team and any opportunities given to team members that may be new to Respondent's team and why they were selected.
3. Description of Business Development, Technical Assistance, and/or Capacity Building Initiatives: Description of Respondent's commitment to programs, assistance or support to enhance the capacity or facilitate the participation of MBE's, including outreach and a proposed mentoring program.
4. Private Sector Participation: Describe Respondent's ability to demonstrate MBE participation on private sector work or on contracts that require no goals. How is the overall effectiveness of Respondent's diversity and inclusion initiatives measured? Is it tied to a goal or metric? If so, what is the goal/metric and how has Respondent performed in relation to the goal historically?
5. Assurance: What steps will Respondent take to ensure it meets the MBE participation goal and does Respondent have a dispute resolution/mediation plan in place for modification, elimination or termination of an MBE. In addition, who will oversee Respondent's MBE program and at what level are they within Respondent's organization? Also describe this individual's commitment to MBE programs, assistance or support to enhance the capacity or facilitate the participation of MBE firms under the Agreement and any Delivery Orders issued pursuant to it. What systems does Respondent have in place to reach its MBE participation and is Respondent familiar with Board's B2GNOW system and, if not, what steps will Respondent take to learn the system?

INSERT DESCRIPTION OF AFFIRMATIVE ACTION AND MBE PARTICIPATION APPROACH HERE

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**COMMITMENT TO MINORITY BUSINESS ENTERPRISE (MBE)
PARTICIPATION FORM**

(This form is required as part of the bid/proposal submission.)

The MBE goal for Solicitation/Contract #9500551 is 28%.

NOTE: *The BDDD will only credit MBE participation that is certified by an approved certification entity at the time of bid/proposal submission. DBE certificates will no longer be accepted for MBE credit. Effective 10/1/12, in addition to having a valid certification, MBEs must also have a place of business in the Airport's market area¹ at the time of bid/proposal submission for credit towards meeting a contract goal.*

The undersigned Contractor has satisfied the requirements of the bid/proposal specifications in the following manner (Please check (✓) the appropriate space):

- _____ Self-Performance: The proposer, a certified MBE firm, is committed to meeting or exceeding the MBE goal through self-performance.
- _____ Self-Performance & Percentage Participation: The proposer, a certified MBE firm, is committed to meeting or exceeding the MBE goal, with a minimum of _____% self-performance and a minimum of _____% MBE Subcontracting participation on this contract.
- _____ Percentage Participation: The proposer is committed to meeting or exceeding the MBE goal, with a minimum of _____% MBE subcontracting participation on this contract.
- _____ The Contractor is unable to meet the MBE goal of _____% and is committed to a minimum of _____% MBE utilization on this contract and submits documentation demonstrating good faith efforts.
- _____ The Contractor is unable to meet the MBE goal of _____% and submits documentation demonstrating good faith efforts.

Name of Prime Contractor:

Signature

Title

Printed Name

Date

MBE Commit Form Updated 12/2015

¹ The Airport's market area is defined as the North Texas Commission twelve-county area of Dallas, Tarrant, Collin, Delta, Denton, Ellis, Hunt, Johnson, Kaufman, Parker, Rockwall, and Wise counties.

DFW

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PRIME MBE CERTIFICATE(S)**

**REQUEST FOR PROPOSALS
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SUBCONTRACTOR MBE CERTIFICATE(S)

**REQUEST FOR PROPOSALS
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**PROVIDE A LIST OF
MBE SUBCONTRACTOR ADDRESSES
(DO NOT USE PO BOX)**

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GOOD FAITH EFFORT PLAN

NOTE: Include a response to GFE criteria and support documentation in bid/proposal only if the D/S/M/WBE goal is not achieved.

The following factors are taken into account when assessing a Good Faith Effort (GFE) response. These factors are minimally considered as good faith efforts and demonstrate specific initiatives made in attempting to achieve the applicable contract-specific Disadvantaged/Small/Minority/Women Business Enterprise (D/S/M/WBE) goal. These factors should not be considered as a template, checklist or some quantitative formula. Proposers are required to meet all factors outlined below and provide support documentation in order for the good faith effort plan to be assessed. Mere pro forma efforts are not good faith efforts to meet the D/S/M/WBE contract requirements. This means that a bidder/proposer must show that it took all necessary and reasonable steps to achieve a D/S/M/WBE goal or other requirement of this GFE which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient D/S/M/WBE participation, even if they were not fully successful. Dallas Fort Worth Airport (DFW) will evaluate the GFE on quality, quantity, and intensity of the different kinds of efforts that the bidder/proposer has made, based on the regulations and the guidance in Code of Federal Regulations.

NOT SUBMITTING PROPER SUPPORT DOCUMENTATION IS NOT EVIDENCE OF A PROPER DEMONSTRATION OF GOOD FAITH EFFORT. SUBMITTAL OF THE CRITERIA, WITH NO ADDITIONAL DOCUMENTATION, WILL NOT BE CONSIDERED ADEQUATE DEMONSTRATION OF GOOD FAITH EFFORT. Proposers are not limited to these particular areas and may include other efforts deemed appropriate. Complete form and attach support documentation only if the D/S/M/WBE goal is not achieved. For additional guidance concerning Good Faith Efforts, please refer to the Electronic Code of Federal Regulations (CFR 49 part 26 Appendix A).

GOOD FAITH EFFORT FACTORS
Whether the contractor/vendor/bidder conducted market research to identify small business contractors and suppliers and solicit through all reasonable and available means the interest of all certified D/S/M/WBEs that have the capability to perform the work of the contract. This may include attendance at any pre-bid or pre-proposal meetings to discuss subcontracting and supplier opportunities (acceptable documentation shall include copies of the meeting sign-in sheets with contractor name noted as signed-in) and business matchmaking meetings and events, advertising and/or written notices, posting of Notices of Sources Sought and/or Requests for Proposals, written notices or emails to all D/S/M/WBEs listed in the State and/or Local respective directories of firms that specialize in the areas of work desired (as noted in the D/S/M/WBE directory) and which are located in the area or surrounding areas of the project.
Whether the contractor/vendor/bidder advertised in general circulation, trade association, and/or D/S/M/WBE focused media concerning subcontracting and supplier opportunities (acceptable documentation shall be copies of advertisement, newspaper page where advertisement was posted or print media confirmations);

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Whether the contractor/vendor/bidder should solicit this interest as early in the acquisition process being at least five (5) business days prior to bid opening as practicable to allow the D/S/M/WBEs to respond to the solicitation and submit a timely offer for the subcontract. The bidder/proposer should determine with certainty if the D/S/M/WBEs are interested by taking appropriate steps to follow up initial solicitations at least three (3) business days prior to bid opening to determine with certainty whether the DBEs were interested (appropriate steps may be demonstrated by second contact attempts by letter, facsimile transmission, telephone communication or email, if bidder/proposer failed to make contact on its first attempt).

Whether the contractor/vendor/bidder selected portions of the work to be performed by D/S/M/WBEs in order to increase the likelihood that the D/S/M/WBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units (for example, smaller tasks or quantities) to facilitate D/S/M/WBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces. This may include, where possible, establishing flexible timeframes for performance and delivery schedules in a manner that encourages and facilitates D/S/M/WBE participation.

Whether the contractor/vendor/bidder provided interested D/S/M/WBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation with their offer for the subcontract. The ability or desire of a contractor/vendor/bidder to perform the services of a contract with its own workforce does not relieve the contractor/vendor/bidder of the responsibility to meet the contract goal or demonstrate good faith efforts to do so (The bidder/proposer shall make a moderate and reasonable adjustment to the normal and practiced industry standard that demonstrates a reasonable willingness to divide up scopes of work to provide more opportunities for D/S/M/WBEs to bid/quote).

Whether the contractor/vendor/bidder negotiated in good faith with interested D/S/M/WBEs. It is the bidder's/proposer's responsibility to make a portion of the work available to D/S/M/WBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available D/S/M/WBE subcontractors and suppliers, so as to facilitate D/S/M/WBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of D/S/M/WBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional Agreements could not be reached for D/S/M/WBEs to perform the work.

Whether the contractor/vendor/bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including D/S/M/WBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using D/S/M/WBEs is not in itself sufficient reason for a bidder's/proposer's failure to meet the contract D/S/M/WBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder/proposer of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from D/S/M/WBEs if the price difference is excessive or unreasonable.

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Whether the contractor/vendor/bidder did not reject D/S/M/WBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal. Another practice considered an insufficient good faith effort is the rejection of the D/S/M/WBE because its quotation for the work was not the lowest received. However, nothing in this paragraph shall be construed to require the bidder/proposer or prime contractor to accept unreasonable quotes in order to satisfy contract goals.

Whether the contractor/vendor/bidder prime contractor's inability to find a replacement D/S/M/WBE at the original price is not alone sufficient to support a finding that good faith efforts have been made to replace the original D/S/M/WBE. The fact that the contractor has the ability and/or desire to perform the contract work with its own forces does not relieve the contractor of the obligation to make good faith efforts to find a replacement D/S/M/WBE, and it is not a sound basis for rejecting a prospective replacement D/S/M/WBE's reasonable quote.

Whether the contractor/vendor/bidder make efforts to assist interested D/S/M/WBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor.

Whether the contractor/vendor/bidder make efforts to assist interested D/S/M/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.

Whether the contractor/vendor/bidder effectively uses the services of available minority/women community organizations; minority/women contractors' groups; Local, State, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of D/S/M/WBEs.

Whether the contractor/vendor/bidder in determining whether a bidder/proposer has made good faith efforts, it is essential to scrutinize its documented efforts. At a minimum, DFW will review the performance of other bidders/proposers in meeting the contract goal. For example, when the apparent successful bidder/proposer fails to meet the contract goal, but others meet it, DFW may reasonably raise the question of whether, with additional efforts, the apparent successful bidder/proposer could have met the goal. As provided in §26.53(b)(2)(vi), the bidder must submit copies of each D/S/M/WBE and non-D/S/M/WBE subcontractor quote submitted to the bidder when a non-D/S/M/WBE subcontractor was selected over a D/S/M/WBE for work on the contract to review whether D/S/M/WBE prices were substantially higher; and contact the D/S/M/WBEs listed on a contractor's solicitation to inquire as to whether they were contacted by the prime. Pro forma mailings to D/S/M/WBEs requesting bids are not alone sufficient to satisfy good faith efforts under the rule.

Whether the contractor/vendor/bidder promise to use D/S/M/WBEs after contract award is not considered to be responsive to the contract solicitation or to constitute good faith efforts.

AFFIRMATION

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND AND AGREE THAT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONCESSION CONTRACT.

NAME AND TITLE OF AUTHORIZED OFFICIAL:

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SIGNATURE: _____

DATE: _____

FOR DFW BUSINESS DIVERSITY & DEVELOPMENT USE ONLY:

Plan Reviewed by: _____

Date: _____

Signature of D/S/M/WBE Liaison: _____

Recommendation: Approval: _____ Denial: _____

GFE Plan_Updated 12/1/2015

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PLACE GOOD FAITH DOCUMENTATION HERE

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DALLAS-FORT WORTH INTERNATIONAL AIRPORT BOARD BUSINESS DISCLOSURE FORM

It is recommended this form be completed by a governing person, governing authority, or legal counsel.

Information about Entity Submitting Bid/Proposal/Offer

(This information must match the information provided on the Bid/Proposal/Offer.)

Business Name:					
Business Address:			Mailing Address:		
City	State	Zip	City	State	Zip
Business Web Address:					
Business Phone:			Business Fax:		
Contact Person:			Contact's Phone No.:		
Contact's E-Mail Address:					

Entity Ownership Information (Check the appropriate box and provide requested details below.)

business Structure: (Please check only one box) <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation ("C")	
IF CORPORATION, please check all the type(s) below that are applicable: <input type="checkbox"/> For Profit <u>or</u> <input type="checkbox"/> Non Profit <input type="checkbox"/> Public <u>or</u> <input type="checkbox"/> Private <input type="checkbox"/> S Corporation <input type="checkbox"/> Professional <input type="checkbox"/> Parent-Subsidiary <input type="checkbox"/> Close	
State of Incorporation, Registration or Formation: State: Month: Year:	
Name(s) of Owner(s) or Partners (or Owner of DBA if applicable) Please indicate if any such individual(s) were employed by DFW Airport and the dates employed:	
Name(s) of Owner(s) or Partners (or Owner of DBA if applicable) Please indicate if any such individual(s) were employed by DFW Airport and the dates employed:	
<u>UNLESS PUBLICLY TRADED</u> list all individuals, partnerships, corporations or other entities having <u>at least 10%</u> ownership in the business <u>and indicate their percentage of ownership</u>. Please indicate if any such individual(s) were employed by DFW Airport and the dates employed. Attach additional sheets if necessary.	
Form Completion Date:	
Failure to properly complete and submit this form with the bid/proposal/offer may cause the bid/proposal/offer to be considered non-responsive (Form Revised 10/13)	

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WORK FORCE COMPOSITION FORM (PRIME CONTRACTOR)

NAME OF BIDDING FIRM / CONTRACTOR _____

DATE _____

Classification	American Indian or Alaskan Native			Asian or Pacific Islander			Black			Hispanic			White			Total Number of Full Time Employees			
M=Male / F=Female	M	F	%	M	F	%	M	F	%	M	F	%	M	F	%	M	F	ALL	%
Officials and Managers																			
Professionals																			
Technicians																			
Sales Workers																			
Administrative Support Workers																			
Craft Workers																			
Laborers and Helpers																			
Service Workers																			
TOTAL																			

Definitions in accordance with Equal Employment Opportunity (EEO)

American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintain their culture through a tribe or community
Asian or Pacific Islander	A person having origins in any of the original people of the Far East, Southeast Asia, India, or the Pacific Islands. These areas include, for example, China, India, Korea, the Philippine Islands, and Samoa.
Black	A person having origins in any of the black racial groups of Africa.
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
White	A person with origins in Europe, North Africa, or the Middle East.

REMARKS:

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QUESTIONNAIRE FORM

Respondent's disclosures must fully answer all questions posed by Board. Such disclosure must be submitted at the time of the Proposal submission and included as a part of the Proposal.

For the purposes of this disclosure form:

1. "Respondent" means, and disclosure is required for, each Respondent and its constituent Persons (e.g. members, firms, partners, joint venturers, or similar Persons), and all Subconsultants/Subcontractors (at any tier), and such Subconsultants'/Subcontractors' constituent Persons (e.g. members, firms, partners, joint venturers, or similar Persons).
2. "Affiliate" means:
 - 2.1. any Person that, directly or indirectly through one of more intermediate Persons, controls, is controlled by or is under common control with Respondent or its constituent Persons (e.g. members, firms, partners, joint venturers, or similar Persons); or
 - 2.2. any Person that, directly or indirectly through one of more intermediate Persons, controls, is controlled by or is under common control with Subconsultant/Subcontractor or its constituent Persons (e.g. members, firms, partners, joint venturers, or similar Persons).
3. "control" means that the controlling Person: (i) possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of the controlled Person, whether through the ownership of voting securities or by contract or otherwise; or (ii) has direct or indirect ownership in the aggregate of fifty one (51%) or more of any class of voting or equity interests in the controlled Person.

The following information must be provided:

1. Please provide the names and business addresses of Respondent and each of Respondent's officers, directors, affiliates and other employees, agents or representatives for this project: Planning Services at Dallas/Fort Worth International Airport. Describe accurately, fully and completely their respective relationships with Respondent, including their ownership interests and their anticipated role in the management and operations of Respondent.
2. Please describe the general development of Respondent's business during the past ten (10) years, or such shorter period of time that Respondent has been in business.
3. List any lawsuits or administrative actions to which Respondent is currently a party or has been a party (either as a plaintiff or defendant) during the past ten (10) years based upon fraud, theft, breach of contract, misrepresentation, safety, wrongful death or other similar conduct. For each lawsuit or administrative action, list all parties and indicate the role such party played in the lawsuit or administrative action and transaction out of which it arose (e.g. bonding company, insurance company, an owner, etc.). State the project giving rise to the lawsuit or administrative action, explain the basis for all claims and state whether a settlement was reached or a judgment was entered, specifying the terms of the settlement or judgment and identifying each party against whom a judgment was entered.
4. Provide details if Respondent has been charged with a criminal offense within the last ten (10) years.
5. Describe any citation or notices of violation which Respondent received from any government agency in connection with any of Respondent's work during the past ten (10) years. Include OSHA violations, except for de minimus dollar amounts.
6. Please state whether any of the following events have occurred in the last ten (10) years with respect to Respondent. If any answer is yes, explain fully the circumstances surrounding the subject matter of the affirmative answer:

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- 6.1. Whether Respondent, or affiliate currently or previously associated with Respondent, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratorium or assignment for the benefit of creditors, or otherwise sought relief from creditors.
- 6.2. Whether Respondent, or affiliate currently or previously associated with Respondent, was subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court permanently enjoining Respondent from engaging in any type of business practice.
- 6.3. Whether Respondent, or affiliate currently or previously associated with Respondent, was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to Respondent which directly arose from activities conducted by Respondent which submitted a bid, proposal or qualifications statement for the subject project.
- 6.4. Whether Respondent, or affiliate currently or previously associated with Respondent, has been debarred or suspended from the participation in any procurement conducted by any governmental entity or other legal entity engaged in competitive public procurements.
7. State whether any employee, agent or representative of Respondent who is or will be directly involved in the Services, in the last ten (10) years: (i) has or had, directly or indirectly, a business relationship with Board; (ii) directly or indirectly has received revenues from Board or (iii) directly or indirectly has received revenues from conducting business on Board property or pursuant to any contract with Board.
8. State whether any employee, agent or representative of Respondent who is or will be directly involved in the project has or had within the last ten (10) years a direct or indirect business relationship with any elected or appointed Board official or with any Board employee.
9. List:
 - 9.1. any current contract under which Respondent or an Affiliate (as a prime contractor or Subcontractor/Subconsultant) provides work or services to Board or any Person doing business at the Airport; and
 - 9.2. pending contract (e.g. not finalized and executed) under which Respondent or an Affiliate (as a prime contractor or Subcontractor/Subconsultant) will provide work or services to Board or any Person doing business at the Airport.
10. List any other Board solicitations (including those being done or that will be done on Board's behalf; e.g. Construction Manager at Risk procurements under Chapter 2269 of the Texas Government Code) that Respondent or an Affiliate (as a prime contractor or Subcontractor/Subconsultant) is currently participating in or intends to participate in during the next 6 months.

NOTE: Respondent may complete this Disclosure and Questionnaire Form by answering the questions on a separate submittal that is organized according to the numbered inquiries in this form. In addition to providing detailed narrative answers to the questions posed in this Disclosure and Questionnaire Form, Respondent may attach any other documents that may provide information responsive to the subjects addressed in this form.

Under penalty of perjury, I declare that I have examined this Disclosure and Questionnaire Form and all attachments to it, if applicable, and, to the best of my knowledge and belief, and all statements contained in it and all attachments, if applicable, are true, correct and complete.

Date: _____
Corporate Respondent:
[Insert Corporate Name]

By: _____
Name: _____
Title: _____

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Non-Corporate Respondent:
[Insert Respondent Name]

By: _____
Name: _____
Title: _____

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**CONTRACT FORM, SPECIAL PROVISIONS, GENERAL PROVISIONS,
TECHNICAL PROVISIONS, BONDS AND OTHER REQUIRED FORMS
PROVIDED IN SEPARATE PACKAGES**